

# Report File Naming



## Option A & B

Unless you have a compelling reason to change the recommended file name, we suggest that you accept the default choice.

## File Name Pattern

The name given to a new report file by [Option A or B](#), and the one recommended for third-party or manually-created text files, follows the pattern of: *form prefix + ID number + sequence number + extension*.

The *form prefix* is the first letter of the file name, which is associated with one of the four form types:

- *P*- [Form 26](#),
- *A*- [Form 26A](#),
- *M*- [Form 25](#), or
- *S*- [Form 27](#).

The next 5 to 8 characters of the file name is a DEC-issued *ID number*. The *ID number* used is based on the form type of the file:

- [Form 25](#) and [27](#) - [commercial permit number](#),
- [Form 26](#) - [certification ID](#), or
- [Form 26A](#) - either the [business registration number](#) (if any) or [certification ID](#).

The next two digits are an (optional) unique *sequence number* between 00 and 99.

The last part is the *extension* of ".txt" ([Option A or C](#)) or ".xls" ([Option B](#)), which identifies the file as text or an Excel file.

## Example

If you are using [Option A](#) and save a [Form 26](#) file in a folder already containing another [Form 26](#) file and both files have a [Certification ID](#) number of *C1234567*, the file would be named *PC123456701.txt*.



## Important

If you decide to use a different name, the first letter of the file name **must** still match the form type and use the correct extension for the software option as shown above; the initial letter is used by the [Pesticide Reporting Service Bureau](#) to identify the type of form that was submitted and the extension identifies the file type.